

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(11/01)

Description of Position	<p>TITLE OF POSITION: <u>Utility Maintenance Technician</u> CLASSIFICATION CODE: <u>00337900</u></p> <p>SALARY RANGE: <u>Gr. 4911 31,389-34,118</u> REFERENCE POSITION NO.: <u>2970-10000-0201</u></p> <p>Department or Agency Name <u>Public Safety</u> APPLICATION PERIOD: <u>5/18/12-5/25/12</u></p> <p><i>Division/Section/Unit</i> <u>State Police</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>Monday-Friday 8am - 4:30pm</u> Job Location: _____</p> <p>Restrictions/Limitations: <u>Must successfully pass a background investigation</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>x</u> No _____</p> <p>Name of Bargaining Unit Union: <u>LIUNA LOCAL 808</u></p> <p>There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Responsible for the daily building and grounds maintenance at all State Police locations. Responsible for the care and upkeep of custodial and grounds equipment. Other responsibilities include cleaning, minor carpentry, shoveling snow, plumbing and small machinery repairs. Required to assist in the upkeep of Division vehicles. Perform other maintenance tasks as assigned by supervisor.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: or Experience: Such as may have been gained through:</p> <p>Must possess a working knowledge of the equipment and methods used in cleaning and custodial work; a working knowledge of building construction trades such as painting, carpentry, etc.; a working knowledge of the equipment used for these trades and grounds maintenance. Prior employment performing janitorial, grounds maintenance and some building experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Kimberly Asselin Department of Public Safety/State Police 311 Danielson Pike North Scituate, RI 02857</p> <p>Telephone #: <u>401-444-1015</u> Fax #: <u>401-444-1062</u> TTY/TDD #: <u>401-444-1122</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY EMPLOYER